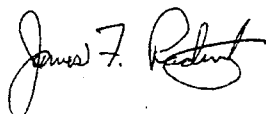


**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FC-134****For:** State and County Offices**FY-End Processing of Farm Loan Obligations****Approved by:** Acting Deputy Administrator, Farm Loan Programs**1 Overview****A****Purpose**

This notice:

- informs State Offices about FY-end processing of farm loan obligations
- describes the procedures that must be followed when processing all farm loan and grant obligation requests.

**B****Contact**

Direct inquiries concerning FY-end processing according to the following table.

Contact Work Schedule	Contact
Monday through Friday	National Help Desk 1-800-255-2434
The following Saturdays from 9 a.m. to 1 p.m. Central Standard Time (CST): <ul style="list-style-type: none"><li>• September 13</li><li>• September 20</li><li>• September 27, 1997.</li></ul>	Customer Service Division Centralized Help Desk 314-992-0301

**Disposal Date**

October 1, 1997

**Distribution**

State Offices; State Offices relay to County Offices

## 2 FY-End Procedures

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### A

#### **Processing Obligation Requests**

Obligation requests for loans and grants must be processed through the field office terminal system, no later than 7 p.m. CST, Tuesday, September 30, 1997.

The terminal system is available on Saturday, September 13; Saturday, September 20; and Saturday, September 27, from 8 a.m. to 3:30 p.m. CST. The Customer Services Division, Centralized Help Desk, is staffed from 9 a.m. to 1 p.m. CST on these days to resolve any problems related to manuscripting or discrepancy correction of obligations. They can be reached at 314-992-0301.

**Note:** Use this telephone number on Saturday, September 13; Saturday, September 20; and Saturday, September 27, 1997.

Monday through Friday, contact the National Help Desk to resolve any problems related to manuscripting or discrepancy correction of obligation transactions. They can be reached at 1-800-255-2434.

Notify all loan and grant applicants that loan and grant approval is subject to the availability of funds.

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### B

#### **Manuscripting Obligation Transactions**

Field Offices may manuscript obligation transactions as soon as terminals are made available in October. However, until notification is received that FY 1998 funding authority is available, the transactions should be entered, leaving the process code as "C", which will cause the transactions to be held in suspense.

After notification that funding authority has been received, change the process code "C" to "P".

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